Writing a Volunteer Policy

While it is not necessary for a small and informal community group to have a volunteer policy, it can be useful to go through the process of writing one to be more aware of volunteer needs. And if you are considering founding a charity then you may need to create a volunteer policy.

For background or extra support, you may find the following resources useful:
- Writing a volunteer policy (NCVO)
- Cambridge Carbon Footprint’s Volunteer Policy

When writing a volunteer policy think about:

● How will you/your organisation recruit volunteers?
● How will you make sure it treats all volunteers with fairness and equity?
● How will you make changes to roles to make them more accessible?
● What will the volunteer induction and training process be?
● How will you pay volunteer expenses?
● What will the supervision and support process for volunteers be?
● What health and safety considerations are there for volunteers?
● What is the volunteers' role in confidentiality and data protection?
● What are the problem solving and complaints procedures for volunteers?

This guide has been adapted from NCVO’s guide to writing a volunteer policy.